



## Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: University General Retention Schedule

Section: Human Resources  
Sub-Section:

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**TITLE:** Employee Background Checks - Hired

**CUTOFF:** Separation from employment

**DESCRIPTION:** Records related to the investigation of an employee's personal background in order to determine the suitability for employment. May include questionnaires, personal history documentation, records related to the investigation, and any resulting reports.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24364

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

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**TITLE:** Employee Background Checks - Not Hired

**CUTOFF:** EOY in which position closed

**DESCRIPTION:** Records related to the investigation of a job applicant's personal background that may, or may not, result in a determination of ineligibility for employment. May include questionnaires, personal history documentation, records related to the investigation, and any resulting reports.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24365

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

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**TITLE:** Employee Evaluations

**CUTOFF:** EOSFY in which evaluation completed

**DESCRIPTION:** Records resulting from periodic assessment of employee's performance. These are used to help employees and managers prepare for future performance.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24366

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

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## Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: University General Retention Schedule

Section: Human Resources  
Sub-Section:

**TITLE:** Employment Application - Hired

**CUTOFF:** Upon employment

**DESCRIPTION:** Completed employment application and resume of applicant hired by agency. Information may include applicant's name, address, position applied for, educational background and work experience. The record can also include interview questions, interviewer notes and other related material.

**RETENTION:** Years: 0 Months: 0 Days: 1

**NOTES:** Transfer to original personnel file, record series 24359, upon employment.

**DISPOSITION ACTION:** Transfer to appropriate file

**SERIES:** 24362

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** Employment Application - Not Hired

**CUTOFF:** EOCY in which position closed

**DESCRIPTION:** Completed employment application and resume of applicant not hired by agency. Information may include applicant's name, address, position applied for, educational background and work experience. The record can also include interview questions, interviewer notes and other related material.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24363

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** Exit Interviews

**CUTOFF:** EOCY

**DESCRIPTION:** Records created during an exit interview including, but not limited to surveys, questionnaires, employer notes and supporting documentation. Documents are used to improve employee retention, reduce turnover and create internal reports.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24376

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016



## Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: University General Retention Schedule

Section: Human Resources  
Sub-Section:

<b>TITLE:</b> Family Medical Leave Act (FMLA) Files		<b>CUTOFF:</b> Separation from employment	
<b>DESCRIPTION:</b> Per 29 CFR 825.500, agencies must maintain records that disclose the following: medical certifications or histories of employees or employees' family members, basic payroll and identifying employee data, dates and hours FMLA leave is taken by eligible employees, employer notices regarding FMLA benefits, premium payments of employee benefits, and records of any disputes with employees over FMLA benefits.		<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b> Records relating to, or created for, the purpose of FMLA must be maintained in a separate, confidential file.		<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES:</b> 24374	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	11/15/2016
<b>TITLE:</b> Grievance Files		<b>CUTOFF:</b> EOFY Grievance resolved	
<b>DESCRIPTION:</b> Records documenting grievances filed against university/college agencies or employees. May include, but not limited to original grievance, investigative report, pre-hearing reports, grievance forms, related correspondence, summary sheets, employee history information, and decision rendered. Records kept per 516.120 RSMo.		<b>RETENTION:</b> Years: 5 Months: 0 Days: 0	
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES:</b> 24373	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	11/15/2016
<b>TITLE:</b> I-9 Files		<b>CUTOFF:</b> WSO	
<b>DESCRIPTION:</b> Records include I-9 and related documentation to confirm an employee's eligibility for legal employment. Records kept per 8 CFR 274a.2.		<b>RETENTION:</b> Years: 0 Months: 0 Days: 0	
<b>NOTES:</b> Employers must retain the Form I-9 for three years after the date of hire, or one year after the date employment ends, whichever is later. Must be filed separately from employee personnel files. I-9 Forms are not to be sent to the State Records Center.		<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES:</b> 24360	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	11/15/2016



## Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: University General Retention Schedule

Section: Human Resources  
Sub-Section:

**TITLE:** Incident Files - Claim Filed

**CUTOFF:** Filing of claim

**DESCRIPTION:** Records document employee or non-employee accident and injury incidents that occur in the workplace. If this is an employee, these records must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act. Records may include, but are not limited to, medical examination records, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, first-aid incident records, physician university/collegements, release consent forms, and related correspondence. May also be referred to as Employee Medical Files.

**RETENTION:** Years: 0 Months: 0 Days: 1

**NOTES:** Transferred to claim file, record series 24372, when closed.

**DISPOSITION ACTION:** Transfer to appropriate file

**SERIES:** 24369

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** Incident Files - Hazardous Exposure

**CUTOFF:** Separation from employment

**DESCRIPTION:** Documentation of employee's work related medical history related to exposure to hazardous materials. These records must be kept in a separate location from the employee's personnel records as required by the Americans with Disabilities Act. Records may include, but are not limited to medical examination records, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hazard exposure records, first-aid incident records, physician university/collegements, release consent forms, and related correspondence. Records are kept per OSHA requirement 1910.1025(n)(1)(iii).

**RETENTION:** Years: 40 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24371

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016



## Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: University General Retention Schedule

Section: Human Resources  
Sub-Section:

**TITLE:** Incident Files - No Claim Filed

**CUTOFF:** EOSFY

**DESCRIPTION:** Records document employee or non-employee accident and injury incidents that occur in the workplace. Incidents may or may not result in a claim. Records may include but are not limited to incident reports, occupational injury report and investigation records, employee identification and physical assessment forms, and related documentation and correspondence.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24370

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** Job Announcements

**CUTOFF:** EOFY in which vacancy is filled or closed

**DESCRIPTION:** Announcements concerning job openings in a university or college. Information includes, but is not limited to title of position, salary, location, department, job description, date and instructions for application.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24361

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** Job Descriptions

**CUTOFF:** WSO

**DESCRIPTION:** Records include, but are not limited to title of position, salary, range, location, department/division, job skills, education requirements and merit system classification.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24375

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016



## Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: University General Retention Schedule

Section: Human Resources  
Sub-Section:

<b>TITLE:</b> Non-citizen Student Authorization Records		<b>CUTOFF:</b> Graduation or last date of attendance	
<b>DESCRIPTION:</b> Records documenting a students ability to work and/or enroll. Records include, but are not limited to certificates of eligibility for F-1 visa status (I-20), copies of arrival departure records (I-94), and passport information.		<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES:</b> 24379	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	11/15/2016
<b>TITLE:</b> Personnel Files		<b>CUTOFF:</b> Separation from employment	
<b>DESCRIPTION:</b> Official documentation of institutional employment history. Includes dates of hire, rehire, and reason for separation. Records may include, but are not limited to, application, resume, personnel actions, applications for insurance, benefits, training records, appointments, resignations, promotions, salary history, years of service, and all accumulated sick leave.		<b>RETENTION:</b> Years: 75 Months: 0 Days: 0	
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES:</b> 24359	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	11/15/2016
<b>TITLE:</b> Recruitment Records		<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Records concerning the institution's efforts to fill open positions, including, but not limited to advertising information, job fair participation and online postings.		<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES:</b> 24377	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	11/15/2016



## Agency Records Disposition Schedule

Department: Department of Higher Education  
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Section: Human Resources  
Sub-Section:

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**TITLE:** Time and Attendance Files - Supervisory Approval

**CUTOFF:** EOSFY

**DESCRIPTION:** Records include, but are not limited to timesheets, requests for leave, requests for compensatory time and leave balance reports and evidence of employee and supervisory approval.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:** These records are usually maintained by the administrative assistant or supervisor of the division where the employee works.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24368

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

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**TITLE:** Time and Attendance Files -Official Record

**CUTOFF:** EOSFY

**DESCRIPTION:** Records include, but are not limited to timesheets, requests for leave, requests for compensatory time and leave balance reports. This information is used for timekeeping and payroll.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24367

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

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**TITLE:** Unemployment Claim Files

**CUTOFF:** EOCY in which eligibility determined

**DESCRIPTION:** Records include official letter from Division of Unemployment confirming former employee's salary, dates of services and funding source. Records also include the institution's response letter and copies of any supporting documentation from the employee's personnel file.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24378

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

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## Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: University General Retention Schedule

Section: Human Resources  
Sub-Section:

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**TITLE:** Workers Compensation Claim Files

**CUTOFF:** Resolution of claim

**DESCRIPTION:** Records of workers compensation and other insurance claims filed as a result of incident, accident, or injury in the workplace. Includes incident files and other supporting documentation.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24372

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

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